

**CLASS TITLE: CHIEF SPECIAL PROJECTS ENGINEER
(DEPARTMENT OF TRANSPORTATION)**

Class Code: 02961700

Pay Grade: 40A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the administration of special statewide highway and bridge construction projects and to oversee the field operations of such projects through to completion; to coordinate such projects with the overall departmental program and to evaluate their effectiveness; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of a superior with considerable latitude in the exercise of initiative and independent judgement involving technical and administrative matters; work is reviewed upon completion for conformance to departmental policies, rules, regulations and compliance with project program objectives.

SUPERVISION EXERCISED: Plans, organizes, directs, coordinates and reviews the work field operation personnel, clerical and other assigned staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the administration of special statewide highway and bridge construction projects and to oversee the field operations of such projects through to completion including such activities as:

Making field inspections of several state road and bridge construction projects in progress to assure compliance with plans and specifications by the contractors;

Negotiating with engineers, contractors, and representatives of Federal Highway Administration for proposed changes in construction plans, the checking and approval of contract changes and all payments to contractor for work done;

Investigating claims and complaints relative to the prosecution of questionable construction activities;

Coordinating the sampling, testing and inspection of all materials used in state construction projects either at the construction site or at the originating source;

Obtaining certificates of compliance, where necessary, from materials manufactures, and the issuing of materials certificates stating acceptance and/or rejection of the various materials used in state construction projects and programs; and

Maintaining records of all samples taken and tests made and implementing a test control program to assure the proper functioning of the sampling and testing program.

To coordinate the highway and bridge construction projects with the overall departmental program and activities and to evaluate their effectiveness.

As required to be responsible for personnel and labor relations matters.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices and techniques of civil engineering and the ability to apply such knowledge in the administration of statewide engineering program in the field of specification and ability to read and interpret all types of civil engineering plans and specifications and to approve or reject proposed changes therein; the ability to plan, organize, direct, coordinate and review the work of a subordinate staff of professional, clerical and other personnel; the ability to evaluate the field of specialization; the ability to establish and maintain

effective working relationships with associates, contractors, representatives of state and federal agencies, superiors, and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with specialization in Civil Engineering; and

Experience: Such as may have been gained through: employment as a Professional Civil Engineer in a responsible administrative and technical position in a specialized engineering program such as Highway and Bridge Construction or Design, Road Maintenance, Traffic or comparable level civil engineering programs within public or private industry. .

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS: At the time of appointment must possess a certificate of a Registered Professional Engineer issued by the Rhode Island State Board of Registration for Professional Engineers and must maintain such certification as a condition of employment.

Class Created: July 25, 1993

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